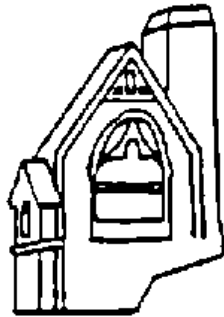


# LIONEL WALDEN PRIMARY SCHOOL



## HEALTH AND SAFETY POLICY INCLUDING COVID-19

Reviewed Annually  
Last Reviewed: September 2021  
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# LIONEL WALDEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

Lionel Walden Primary School is a positive, supportive and caring environment, in which everyone feels valued, safe and secure.

Our school is a dynamic place, where everyone is inspired to work their hardest to achieve high standards and develop positive attitudes to learning.

In this way, Lionel Walden Primary School strives to develop happy, healthy, confident individuals, who are well motivated, with the skills and knowledge to make their unique contribution to the world.

Lionel Walden Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In community schools, statutory health and safety responsibilities fall on the Local Authority (LA), as the employer, and on the Headteacher and other school staff (as employees).

As the management body, the Governing Board must ensure that school staff and premises comply with the LA's health and safety policies and practices (e.g. reporting accidents, first aid provision) and:-

- Develop and regularly update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, so far as reasonably practicable, the health, safety and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks; and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the *Governing Board* may delegate specific health and safety tasks to others at the school. The *Governing Board* and the *Headteacher* must comply with any direction given to them by the *LA* concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

### **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

### **Governors**

The *Governors* are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The *Governors* will receive regular reports to enable them, in collaboration with the *Headteacher*, to prioritise resources for health, safety and wellbeing issues.

The *Governors* have appointed a *Health and Safety Governor* to receive information, monitor the implementation of policies, procedures and decisions and to feed back to the *Governing Board* on health, safety and wellbeing issues.

The *Governors* of *Lionel Walden Primary School* will:-

- Provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the school;
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities;
- Endorse and support the safety policies of *Cambridgeshire County Council* and to assist the *Council* to discharge those responsibilities which it holds as an employer;
- Seek improvement to working conditions according to priorities within existing resources;
- Recognise their responsibilities when they make available premises or equipment for hire and ensure that risks to the safety or health of hirers and other persons are adequately controlled, as far as possible;
- Ensure that risk assessments are carried out within the school using risk assessment forms;
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised;
- Ensure that staff can access training to ensure their competence for their task;
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers and ensure that volunteers receive adequate instruction and supervision to work safely;

- Ensure all staff accidents, significant pupil accidents and third party accidents are logged and reported, if necessary, to the LA.

### **Headteacher**

The Headteacher has responsibility for:-

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular workplace inspections are carried out;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information received on health and safety matters to the appropriate body;
- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Liaising with Governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Providing necessary facilities for all employees to be consulted on health and safety matters.

The Headteacher is responsible for liaising with contractors undertaking major works and for ensuring that any risks incurred by having contractors on site are monitored and controlled.

The Deputy Headteacher may act with the authority of the Headteacher to request action from the contractor where conditions are considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks may be delegated to other members of staff (e.g. the school's Office Manager).

### **Staff with Special Responsibility**

The following staff have special responsibility - the caretaker, teaching staff and line managers.

These jobs holders will be responsible for:-

- Local arrangements to ensure the effective control of risks within the specific area under their control;
- Local arrangements for the purchase, inspection and maintenance of equipment and its specification;
- Co-ordination of the school's health and safety policy in their own area of work, with direct responsibility to the Headteacher for application of the health and safety procedures and arrangements;

- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery. Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out on the activities and equipment for which they are responsible, when necessary, and reviewed on a regular basis within the overall programme for the school;
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- Obtaining relevant advice and guidance on health and safety matters.

### **Employees**

All employees are directly responsible for:-

- Taking reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions;
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work;
- Not recklessly or intentionally interfering with or misusing any equipment, safety devices etc. that may have been provided in the interest of health and safety;
- Reporting promptly, in the first instance to their manager or another responsible person, any accident, injury, significant near miss, incident of violence and aggression or case of work-related ill health;
- Reporting to the relevant manager, any defect, hazard, damage or unsafe practice or other matter that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use it;
- Wearing any protective clothing or equipment and using any safety devices provided for their health and safety while at work;
- Observing safety rules, complying with codes of practice and health and safety policy and procedures and adhering to safe working procedures at all times;
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency;
- Attending health and safety training, as directed, and undertaking their work activities in accordance with any health and safety training provided to them.

### **Volunteers**

Volunteers have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers are also expected to act only under the supervision of a qualified member of staff.

### **Contractors**

All contractors under school control will be appropriately selected and competent in terms of health and safety. Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.

The Headteacher will be responsible for the co-ordination of the contractors' activities on site. The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher or by the contractor, in consultation with the Headteacher. All contractors must report to the responsible person before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his employees' safety and that of others.

### **Visitors and other users of the premises**

It must be ensured that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. cleaning contractors and outside staff.

- All visitors to the school must comply with the school health and safety policy and procedures.
- The Headteacher must ensure that a suitable system is implemented whereby the Office Manager asks visitors to record their visit to the school (visitors' book) and the time they leave. This should include all visitors to the school including Governors, contractors and volunteers.
- Where applicable, visitors will be required to wear a visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur, or the fire alarm is activated whilst visitors are on the school's premises, the person accompanying the visitor will take him/her to the fire assembly point (rear playground).
- Should an incident/accident occur involving a visitor, it must be reported and sent to LA Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature, or fatal, the Headteacher should contact the LA immediately.
- Persons hosting visitors or arranging meetings must ensure:
  1. Visitors are alerted to the establishment fire procedures;
  2. Visitors adhere to the 'no smoking' policy;
  3. Visitors park their vehicles so that they do not obstruct fire escape routes, roads, access or other vehicles;
  4. Visitors record times of arrival and departure in the visitors' book;
  5. Where applicable visitors are provided with and wear identification badges;
  6. Visitors are accompanied or authorised to enter the premises;

7. Visitors do not take anything with them from the premises or bring anything, unless authorised, onto the premises that may create a hazard or risk;
8. Visitors report all accidents, incidents and near misses to the school;
9. Visitors should not use mobile phones/cameras during school hours without the permission of the Headteacher/Deputy Headteacher.

### **Lettings**

The Headteacher will ensure that any hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate.

### **Pupils**

Pupils will be reminded that they are expected to:

- Be responsible for their own health and safety;
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- Observe the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

### **First aid**

An up to date list of all first aiders is displayed in the School Office, staffroom and first aid room. First aid kits are located in each classroom and the First Aid Room; portable kits are available for off-site trips and visits.

Please refer to the First Aid Policy.

### **Accident recording**

The school will record all accidents in accordance with DCC Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed using the on line reporting system.

### **Administration of medicines**

The school follows DfE guidance on the dispensing of medicines within school. Parent/carers must complete a form, which is available from the School Office, to request the school to administer medicine.

Please refer to Administration of Medicines Policy.

### **Off-site visits**

The school follows LA's School Journey and Visit Guidance.

Further information can be found within this policy.

### **Fire**

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

The Headteacher/governing body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the school's fire policy.

### **Electricity**

The school will undertake to have all portable appliances inspected and tested by a competent person at least every two years, with a written annual visual check in alternate years.

The competent person will produce an inventory of the test which will be kept in the School Office PAT testing file.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, and will be labelled and reported as defective for replacement/repair.

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

### **Work equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements;
- The suitability for purpose;



- The positioning and or storage of the equipment;
- Maintenance requirements (contracts and repairs);
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance (for example, boilers, pressure cookers, lifting equipment, ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it must ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating such equipment.

All access equipment (kick-stools, ladders, tower scaffolds, etc.) must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements;
- The suitability for purpose;
- The positioning and/or storage of the equipment;
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a written 12 monthly check (tower scaffolds require specialist and more frequent checks).

### **Control of hazardous substances**

All substances which may be considered hazardous to health must have been assessed (except in Science - these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/storage.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring and hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

### **Asbestos**

The school must maintain an asbestos register (whether or not there is asbestos on site), This is located in the School Office.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the Headteacher who will contact the LA property department immediately.

### **Legionella**

The school has a legionella survey which is located in the School Office. The Headteacher is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

### **Manual Handling**

The school complies with the LA Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

### **Risk assessments**

Risk assessments are completed for any significant risks in accordance with the LA Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity/task or personnel or following an accident.

### **Training and records**

The school will ensure that all staff have suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

# COVID-19 OUTBREAK GOVERNMENT GUIDANCE

## COVID19: Cleaning in non-healthcare settings

### What you need to know:

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people;
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished;
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles;
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron;
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

- **Background**

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated;
- the amount of virus shed from the individual;
- the time the individual spent in the setting;
- the time since the individual was last in the setting.

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

## **Principles of cleaning after the case has left the setting or area**

### **Personal protective equipment (PPE)**

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

### **Cleaning and disinfection**

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids;
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used. During this period, where possible, upholstered chairs will be stored away from classrooms.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### **Laundry**

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

### **Waste**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full;
2. The plastic bag should then be placed in a second bin bag and tied;

3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

## **COVID19: Managing school premises, which are partially open, during the coronavirus outbreak**

### **Managing partially open buildings**

It is important that arrangements remain in place to ensure that children and staff are in safe buildings during reduced occupancy arrangements.

Schools should review their arrangements for all building-related systems but in particular:

- hot and cold water systems
- gas safety
- fire safety
- kitchen equipment
- security including access control and intruder alarm systems
- ventilation

Staff should be familiar with the [actions for schools during the coronavirus outbreak](#) and work with their responsible bodies to ensure that statutory health and safety arrangements are in place.

**There are increased risks related to safety concerns around water hygiene, building and occupancy safety, as well as, building hygiene.**

Contact your contractors and suppliers to check on any special interim arrangements in place due to the coronavirus outbreak.

In all schools, a member of staff should be identified with responsibility for managing premises. In cases of staff illness, cover arrangements should be put in place as soon as possible.

## **Cold water systems**

This includes:

- tanks
- sinks
- basins
- showers
- drinking water outlets (taps and water fountains)

Do not drain down systems.

Increase the frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system.

If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.

## **Domestic hot water services**

This includes:

- calorifiers
- direct-fired water heaters
- sinks

- basins
- showers

Do not drain down systems, you should continue hot water generation servicing in line with manufacturers' criteria.

Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the [Approved Code of Practice](#) and [HSG 274](#).

Regularly check hot water generation for functionality and if required, temperature recording.

If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.

## **Gas safety**

Do not isolate gas supplies to boilers and hot water generation.

To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, for example, in science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.

Continue planned gas safety checks including gas detection and/or interlocking.

## **Fire safety**

You must review and if necessary, update your fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.

During the reduced occupancy period you must:

- carry out weekly checks of alarms systems, call points and emergency lighting



- carry out regular hazard spotting to identify escape route obstructions
- check that all fire doors are operational

Fire drills should continue to be held as normal.

## **Kitchen equipment**

Equipment that holds water - for example, dishwashers, combination ovens - should be run through at least a full cleaning cycle per week. This is to remove scale build-up and standing water build-up to prevent possible bacteria growth.

## **Security**

All areas of the school should be kept secure.

Further [site security guidance](#) is available.

## **Ventilation**

All systems to remain energised in normal operating mode.

Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.

Where possible, occupied room windows should be open.

Ventilation to chemical stores should remain operational.

## **Other points to consider**

Core building-related electrical systems should remain in use/energised in normal operating mode, this includes:

- internal and external lighting
- small power
- access control and alarm systems (fire, intruder, panic and accessible toilets)

For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers.

Update your keyholder information. Intruder alarm / lift / fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.

Continue with:

- all regular cleaning
- enhanced disinfection appropriate for the coronavirus outbreak
- maintenance
- testing and statutory compliance activities

Continue carrying out thorough examinations and testing of lifting and pressure equipment during the coronavirus outbreak following the [updated HSE guidance](#).

## **Preparing for the wider opening of schools**

Generally, school buildings that have been completely or partially closed, should be recommissioned as you would normally do at the end of the school summer holiday period.

A member of staff should be identified for managing premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening.

Schools should review their arrangements for all building-related systems but in particular the following areas.

## **Water systems**

Schools increasing operational capacity or re-opening should follow their usual water system building management procedures as they would at the end of the summer holidays.

Chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing as advised in the [cold water systems](#) and [domestic hot water services](#) sections.

You should contact your school's legionella competent person who will advise on the action required. If a full system flush is required but not immediately available seek advice from your competent person on alternative options.

### *Drinking water*

If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist.

### *Hot water services*

Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.

Regularly check hot water generation for functionality and if required, temperature recording.

If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out.

## **Ventilation**

Good ventilation is essential at all times in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode.

Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows should be open.

Where centralised or local mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air, if this is not possible systems should be operated as normal. Where ventilation units have filters present ensure enhanced precautions are taken when changing filters. See HSE guidance [HSG53: Respiratory protective equipment at work](#).

## **Fire safety**

Fire safety management plans should be reviewed and checked in line with operational changes.

Check:

- all fire doors are operational
- your fire alarm system and emergency lights have been tested and are fully operational

Carry out emergency drills. You might also need to make adjustments to your fire drill and practise it in the first week when more pupils return. Refer to advice on [fire safety in new and existing school buildings](#).

## **Cleaning**

New cleaning arrangements in line with coronavirus preparations should also include regular systematic checks:

- on drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers
- where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working

Continue with:

- all regular cleaning
- enhanced practices appropriate for the coronavirus outbreak
- maintenance
- testing and statutory compliance activities

## **All other systems**

Recommission all systems before re-opening, as would normally be done after a long holiday period.

This includes:

- gas
- heating
- water supply
- mechanical and electrical systems
- catering equipment